

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P043

OPENING DATE: 3/20/09

IF "OPEN UNTIL FILLED" 4/02/09
(And every two weeks thereafter)

FIRST SCREENING DATE:

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: N/A

POSITION: CONTRACT FACILITATOR
BILINGUAL (Spanish) DS-301-11

CLOSING DATE: OPEN UNTIL FILLED

SALARY RANGE: DS-11 \$52,530 - \$67,731

TOUR OF DUTY: Monday-Friday, Evenings and
Weekends Contingent upon
workload needs

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: One

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OFFICE OF DEPUTY DIRECTOR FOR CLINICAL
PRACTICE, INNOVATIVE FAMILY SUPPORT SERVICES ADMINISTRATION

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: _____

| ☒ | **Temporary - CONTRACT POSITION-
NO BENEFITS** | _____

| **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may
be required to pay an agency service fee through an automatic payroll deduction.**

| **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent responsible for conducting facilitated family meetings for all placement-related decisions in both Spanish and English. When necessary, provides Spanish translation during coordination of family meetings. Facilitates an environment that promotes collaborative decision-making in all placement decisions. Monitors a network of support for children and the adults who care for them. Facilitates family meetings which include family, extended family, caregivers, community representatives, service providers and agency staff. Meetings are conducted on a time-limited, outcome-focused but full-time basis. Guides and supports meeting participants, to include family members, assigned social worker and others, through discussion of concerns, identification of strengths and development of ideas to reach consensus regarding the least restrictive, best possible placement-related decision. Provides demographic background data on affected children, i.e., date of birth, age, gender and legal status, committed, detained or home with family; profiles the child's/family's strengths and challenges and shares information from the intake social worker and community resources; and, develops a safety plan, based thereon. Leads meetings that comply with agency's mission, values, policies, and best practices standards, to protect children and preserve families. Provides regular feedback and advocates for system improvements that support best practice and policy development. Assists in drafting a final summary/report based on meeting information, participant interaction and minutes from the Coordinator. Reviews the final summary/report before distribution to family meeting participants within 24 hours but not later than 3 days after it's initial receipt. Inputs and maintains a database of all family meetings and their outcomes on a regular basis. Reviews the Coordinator's pre-interview notes, as soon as the notes are available. Meets with the Coordinator prior to each family meeting. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- **Masters Degree in Social Work, Human Services or a related Social Science field; or some combination of education and experience.**
- **Must possess related human services practice and previous experience and/or training in facilitating family meetings.**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the principles and practices of social work, child welfare system and group dynamics and family to family concepts;
2. Thorough knowledge and competence in casework practice, traditional and non-traditional services, skills in negotiation, collaboration and conflict management;
3. Thorough knowledge of risk assessment, safety planning and case planning with the goal of providing protection and safety, preserving families and promoting timely permanency; and
4. Excellent skills in written and oral communication to facilitate meetings and draft clear and concise reports and recommendations.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	FAX TO:	(202) 727-5750	WEBSITE:	www.cfsa.dc.gov
	EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
